

**CITY OF WESTMINSTER, MARYLAND
MAYOR AND COMMON COUNCIL MEETING
JULY 26, 2010**

QUORUM:

A meeting of the Mayor and Common Council was held in the Council Chambers at City Hall, 1838 Emerald Hill Lane, Westminster, Maryland on the evening of July 26, 2010, at 7:00 P.M. Mayor Utz; Council President Halstad; Council Members Albert, Chiavacci, and Pecoraro; City Administrator and Acting City Clerk Wolf; Major Stevens, Director of Public Works Glass, Director of Recreation and Parks Schroers; and City Attorney Levan were present. Councilman Wack, Director of Planning, Zoning, and Development Beyard, Chief of Police Spaulding and Acting City Treasurer Ehlers were excused from attending.

Local Government Insurance Trust Executive Director, Tim Ailsworth presented the City with a check for \$3,200 for a training grant. The Supervisors Training will cover the Americans with Disabilities Act, Family and Medical Leave Act, employment law, interviewing techniques and how to spot problems in the workplace. The City is a charter member of LGIT, carrying primary, excess, and environmental liability insurance. Mr. Ailsworth recognized the effort of Darlene Childs in making the City a safer work environment. He also thanked Mayor Utz and Council President Halstad for their support of LGIT.

Scott Hancock, Executive Director of the Maryland Municipal League, thanked the Mayor and Council for the City's hospitality and attention to the MML organization. He applauded Mayor Utz on being elected to the Board of Directors, Jennifer Mellor of the Recreation and Parks Department on receiving the MML Employee of the Year Award, and noted the Banner City flag on display. Mr. Hancock also recognized Marge Wolf and Elissa Levan for their hard work in supporting MML and LGIT.

Mayor Utz proclaimed August 3, 2010 as the 26th annual National Night Out in the City of Westminster. Events will take place around the City in the areas of Carroll Lutheran Village, PNC Bank, Eagleview area, and Belle Grove Square Park between 6:00 p.m. and 9:00 p.m.

MINUTES:

Upon motion of Mr. Pecoraro, seconded by Mr. Chiavacci and unanimously passed, the minutes of the Council meeting and the closed meeting of July 12, 2010 were approved.

CONSENT CALENDAR:

Mr. Pecoraro asked Mr. Glass about the level of water in the City reservoir and at what point a drought warning would be issued. Mr. Glass stated that although the level of water is down approximately two feet, the drought level has not yet been reached.

Mrs. Albert moved to approve the Consent Calendar, which consisted of the approval of the June Departmental Operating Reports. Mr. Pecoraro seconded the motion and it passed unanimously.

REPORT FROM THE MAYOR:

Mayor Utz had no report.

REPORTS FROM STANDING COMMITTEES:

Mr. Chiavacci commented on the discussion of attracting tourists to Downtown Westminster businesses during the Ravens training camp. He asked Ms. Wolf what progress was made in developing signage and information to hand out. Ms. Wolf stated that a flyer was created showing where local restaurants are in Downtown, directing tourists to the area. There are food and souvenir vendors at the training camp, which deters tourists from leaving the McDaniel College campus. However, for the Paint the Town Purple Summer Storefront Decorating Contest, an individual from the Ravens camp will be attending the award ceremony. In preparation of next year's camp, Mr. Chiavacci suggested working with State Highway Administration in displaying signage to direct visitors to Downtown Westminster businesses.

Ms. Wolf stated that the City has staff volunteers to man the County tourism booth at the training camp.

BIDS

Mr. Schroers requested the Mayor and Council approve the bid for Bishop's Garth Park from Playground Specialists, Inc. in the amount of \$29,500. This work includes the final phase of a \$50,000 grant from the State of Maryland for ADA improvements to the park. Bishop's Garth is the last park to be updated with a new playstructure, ADA swingset and rubberized surface. Mr. Pecoraro asked why a design and build bid was requested, rather than a low-bid option. Mr. Schroers stated that because the money was part of a grant, the City is able to ask contractors to design the best option for improvements and upgrades and present that idea alongside the bid. Upon motion of Mr. Chiavacci and seconded by Mr. Pecoraro the bid for Playground Specialists, Inc. in the amount of \$29,500 was approved.

ORDINANCES AND RESOLUTIONS:

Mr. Glass requested the final adoption of Ordinance 813 that would amend Chapter 136, "Stormwater Management" of the Code of the City of Westminster to conform to state laws and regulations. He stated that no changes had been made since the introduction of the Ordinance at the previous meeting, so there was nothing more to discuss, unless there were questions. Mr. Pecoraro motioned to approve the Ordinance. Mrs. Albert seconded, and the motion passed unanimously.

NEW BUSINESS:

The Mayor commented that Shirley Hampt started at the City in 2006 as an accountant, was appointed Acting Finance Manager in 2009, and Accounting Manager in early July 2010. The Mayor and Council thanked her for her efforts in going beyond her normal duties to help where needed. Upon Motion of Mr. Chiavacci and seconded by Mr. Pecoraro, the appointment of Shirley Hampt as Assistant City Treasurer was unanimously approved.

DEPARTMENT REPORTS:

Ms. Wolf commented on the LGIT presentation by giving additional credit to Darlene Childs for her work in safety and risk management. Mrs. Childs has improved both the City's safety and workman's compensation record. Ms. Wolf reiterated that City staff would be helping with the booth at the Raven's training camp. Next, Ms. Wolf stated that the auditors would begin their field work on September 19th. Surveys have been sent to the Mayor, Council members and Department heads as a prelude to the field work.

Attorney Levan stated that the Chapter 19 Property Maintenance Code update is still in progress.

Mr. Glass reported that the auditors have successfully tested the Department of Public Works inventory. He also reported a mandatory prebid meeting for Gesell Well had been conducted and RFPs were due by August 17, 2010.

Mr. Schroers stated that the last concert in the Month of Sundays series was held on July 25, 2010 with great success. More than 1,000 people were in attendance, and the weather was great. The Westminster Swim Team won its final match, ending the season 4-1. Mr. Schroers reported several break-ins at the City Pool in which vandals clouded the water with an unknown substance and damaged pool furniture. After setting up surveillance equipment and working with the Westminster Police Department, the four youths responsible for the damages were caught and will be charged the cost of damages to fix the pool. Finally, Mr. Schroers reported that the Miracle on Main Street event is underway and the next committee meeting is scheduled for August 5, 2010.

President and C.E.O. of the Westminster Fire and Hose Company No. 1 Bob Cumberland reported that for the month of July has been fairly normal in terms of

service calls. He stated that the Scott Campbell Public Safety bus was available for the Miracle on Main Street event. Sadly, Mr. Cumberland reported the loss of a Carroll County resident in a tragic accident. Also, a long-time volunteer to the Fire Department was recently flown to Maryland Shock Trauma for injuries. The Fire Department is currently undergoing an audit with Rager, Lehman & Houck.

CITIZEN COMMENTS:

Lori Graham, 118 Pennsylvania Avenue, asked that the Mayor and Council and City residents remember the FallFest event at the end of September as well as the Miracle on Main Street event in November. She recognized the benefits of the first aid training to City employees, as it was used to save a life on a recent occasion. Ms. Graham and others judged the Paint the Town Purple Storefront Decorating Contest and mentioned Timchula & Smith and the City Administrative Offices as notable displays of Ravens purple. She reported that the awards for the contest will be given before the next Locust Lane Concert on Thursday evening at 6:00 p.m. She hopes that Downtown businesses will see the benefit of the tourism from the Ravens training camp.

ADJOURN:

Council President Halstad adjourned the meeting at 7:38 PM.

Respectfully Submitted,

Samantha H. Parthree